



Hello BFF2017 Volunteers!

We are so excited to have you on board helping out with our third year of the Boise Film Festival!

## **WHO ARE WE?**

BFF's mission is to provide an annual platform for film in Idaho by providing an annual stage for local, national, and international films and filmmakers of all ages.

We grow as the Idaho film industry grows. Let's do this.

## **GENERAL INFO**

The benefits of volunteering aren't things, or even films--they're the experiences. If you're ready for a one-of-a-kind experience, focus on and sign up to volunteer with us this September!

Volunteers who sign up for **three 2-hour shifts** during the Festival weekend will receive a full Festival pass for the weekend and can pick up their full Festival pass at the first day of pass pick-up at Boise Brewing on Thursday, Sept 21 from 12:00 PM - 5:30 PM. We accept volunteers 16 years and older.

Volunteers who commit to less than that will receive a day pass for the days they volunteer, which will be available upon check-in at the Festival entrance each day.

All volunteers will be required to sign a contract via email or upon check-in on Thursday, Sept 21 at Pass Pick-Up at Boise Brewing between 12 PM - 5:30 PM regarding their shifts and Festival pass specifics.

As this is our third year, there might be some things we have missed; so we hope you are patient with us and able to take charge in a professional and friendly way if need be! Please use your very best judgment at all times and feel free to ask any BFF Staff questions.

All volunteers are welcome to attend our end-of-evening parties to network, continue to get to know our BFF team, and introduce themselves to the Idaho film community. Be sure to bring your pass!

## **DRESS CODE**

Please remember that you are representing the Boise Film Festival and use your best judgment. Please wear your Volunteer pass at all times so attendees will know to seek you out for help.

## **2017 FESTIVAL VENUE - JUMP BOISE**

When you arrive, check in with the current volunteer manning your shift (or for starting shifts, the Boise Film Festival employee on shift to greet you) and sign-in on the designated sign-in sheet. Jump in to help



wherever you are needed at that point and if you are relieving a volunteer from a previous shift, be sure to ask them if there's anything pertinent that happened during their shift that you should be aware of.

Your emergency contact names and phone numbers will be on the back of your passes.

## **VOLUNTEER ROLES**

### FOYER VOLUNTEERS

**Definition:** Checking in attendees to make sure they have the appropriate passes for whichever event they plan on attending and/or have paid for the event.

**Location(s):** JUMP Room Foyer (9/21/2017 and 9/22/2017) and JUMP Pioneer Room Foyer (9/23/2017 and 9/24/2017)

**Specifics:** If you cannot locate an attendee's pass or they are not able to show you an Eventbrite receipt for the full festival or day pass, then the costs of entrance are:

- Screenings = \$10.00
- Panel/Break-Out Session = \$5.00
- Day Pass = \$50.00
- Festival Weekend Pass = \$100.00
- VIP Festival Weekend Pass = \$150.00

You will be responsible of checking in all attendees to any screenings, panels or workshops by checking their passes and/or giving the attendee their pass upon checking-in or purchase.

There will be a cash bag\* available for change. We also use the Square app to accept credit cards, which will be loaded on the computers available to any entrance volunteers.

*\*All entrance volunteers are responsible for the cash bag. Please count the change upon arrival and sign in for it on the sign-in sheet. When someone comes to relieve you, count the change together and sign-out listing the amount of money you have completed your shift with before handing over to the incoming volunteer. This is to hold everyone accountable. If money is missing from your shift, you are responsible for it, as outlined in your volunteer contract.*

### "THE NEST" VOLUNTEERS

**Definition:** Guiding post-screening conversations about the films screened.

**Location(s):** JUMP - The Nest



**Specifics:** Guiding questions will be provided for each screening and you will be asked to lead a conversation about the screening just held with attendees interested in discussing it further as well as promoting our upcoming screenings/panels/workshops throughout the rest of the day.

#### JUMP ENTRANCE - INFORMATION VOLUNTEERS

**Definition:** Manning the entryway table to direct any BFF attendees, panelists, filmmakers, sponsors, partners, or volunteers.

**Location(s):** JUMP 1st Floor Entryway

**Specifics:** Assisting any BFF attendees, panelists, filmmakers, sponsors, partners, or volunteers to know which floor they are going to for BFF events, where they need to be, answering questions about our program, etc. JUMP Entrance Volunteers will have all program details available to them.

#### PHOTOGRAPHY VOLUNTEERS

**Definition:** Assigned to various locations throughout the Festival weekend to take photos and upload to a Drive folder by the end of the weekend.

**Location(s):** JUMP Entrance Level; JUMP Room Foyer (9/21/2017 and 9/22/2017); JUMP Pioneer Room Foyer (9/23/2017 and 9/24/2017); JUMP Inspire Studio; and JUMP - The Nest

**Specifics:** Festival photographers will be given credit throughout the years to come but are expected to submit their photography portfolio and business information to [info@boisefilmfestival.org](mailto:info@boisefilmfestival.org) before BFF confirms their volunteer photography shift(s).

#### VIDEOGRAPHY VOLUNTEERS

**Definition:** Assigned to various locations throughout the Festival weekend to take videos and upload to a Drive folder by the end of the weekend for future promotional use.

**Location(s):** JUMP Entrance Level; JUMP Room Foyer (9/21/2017 and 9/22/2017); JUMP Pioneer Room Foyer (9/23/2017 and 9/24/2017); JUMP Inspire Studio; and JUMP - The Nest

**Specifics:** Festival videographers will be given credit throughout the years to come but are expected to submit their photography portfolio and business information to [info@boisefilmfestival.org](mailto:info@boisefilmfestival.org) before BFF confirms their volunteer videography shift(s).

#### TECH VOLUNTEERS

**Definition:** Assisting the BFF Director of Technology, Brandon Freeman, with extra technological assistance.



**Location(s):** JUMP Room Foyer (9/21/2017 and 9/22/2017); JUMP Pioneer Room Foyer (9/23/2017 and 9/24/2017); JUMP Inspire Studio; and JUMP - The Nest

**Specifics:** Assisting with any tech needs as outlined by the BFF Director of Technology, Brandon Freeman.

#### SPECIAL EVENTS VOLUNTEERS

**Definition:** Help with set-up, maintenance, and tear down of Festival tables and booths.

**Location(s):** JUMP Entrance (9/21/2017 - 9/24/2017); JUMP Room Foyer (9/21/2017 and 9/22/2017); and JUMP Pioneer Room Foyer (9/23/2017 and 9/24/2017)

#### MARKETING VOLUNTEERS

**Definition:** Hit the streets with our flyers and make sure everyone and anyone knows that we'll be at JUMP for BFF2017.

**Location(s):** Downtown Boise; Downtown Meridian; etc.

**Specifics:** Distribute flyers, business cards, knowledge of the Festival, etc. Be out team on the ground one week prior to the Festival to make sure the entire Treasure Valley knows about BFF2017.

#### FLEX/LOGISTICS VOLUNTEERS

**Definition:** Volunteers assigned to this role will be shifted throughout various positions to fill cancellations/no-shows OR they may be re-assigned completely to one role for the duration of the festival if help is needed on that team.

**Location(s):** JUMP Room Foyer (9/21/2017 and 9/22/2017); JUMP Pioneer Room Foyer (9/23/2017 and 9/24/2017); JUMP Inspire Studio; and JUMP - The Nest

**Specifics:** FLEX volunteers must be willing to do anything, inside or outside, and be willing to rotate OR be re-assigned completely.